



Nativity of Our Savior School

2929 Willowcreek Road • Portage, IN 46368

219.763.2400 • Fax 219.764.3225 • nativityofoursavior.net

EMPLOYMENT OPPORTUNITY

Kitchen Helper -- Part Time (18 hours per week)

Description:

A part time kitchen helper is needed at **Nativity of Our Savior School in Portage, Ind.** We are a PK-8 Catholic School in the Diocese of Gary. This person will assist in preparation and service of food to students and staff; wash, rinse, and sanitize food service equipment and utensils; assist with other related food service activities required for the operation of the program.

Duties include:

- Use standard food service tools and equipment with reasonable speed and accuracy
- Maintain food, supplies, and equipment throughout service
- Ensure quality appearance of foods on service line
- Know and follow correct portion sizes
- Familiarity with proper taste, temp, composition, and appearance of menu items
- Plan and organize work day for maximum efficiency and productivity
- Work as a member of the school and school food service team
- Keep food production, storage, and service areas clean and sanitary
- Assist in the preparation of food products as part of the lunch program
- Serve food to students and staff with reasonable speed and accuracy
- Maintain high quality standards and informs Lunch Program Coordinator of deficiencies
- Able to understand and follow written and verbal instructions

Note: This list is not inclusive. The employee will be expected to perform any other duties requested by the coordinator. Must take food service sanitation course when offered.

The successful candidate will demonstrate the following:

- Patience and flexibility
- Ability to work independently and cooperatively
- Self-motivation
- Ability to stand for long periods of time
- Ability to lift and carry heavy objects
- Compliance with Safe Environment requirements and approved background check

Interested candidates should forward a letter of interest and completed application (found at nativityofoursavior.net -- About Us → Employment) **to:**

Sally Skowronski, Principal

principal@nativityofoursavior.net (Address subject line with **Kitchen Helper Position**)